

Columbia-Montour AVTS New Hire Application Packet Check List

- Act 34 / PA State Police Criminal Record Check - <https://epatch.state.pa.us>
- Act 151 / PA Child Abuse History Clearance – <https://www.compass.state.pa.us/cwis>
 - ❖ Instructions for obtaining Act 151 - <http://cmvt.us/docs/employment/Act151.pdf>
- Act 114 / FBI Federal Criminal History Clearance – <https://uenroll.identogo.com>
 - ❖ Instructions for obtaining Act 114 – <http://cmvt.us/docs/employment/Act114.pdf>
- Act 168 / Sexual Misconduct/Abuse Disclosure Release Form(s) - Complete one form for current employer and one form for each of your former employers that were school entities or where you were employed in a position having direct contact with children. Therefore, you may have to complete more than one form.
- Act 24/Act 82 (PDE 6004 Form) Arrest/Conviction Report and Certification Form
- School Personnel Health Record - (Physical and TB test results)
- I-9 Homeland Security Form
- W-4 Form
- Local Earned Income Tax Residency Certification Form
- Nepotism Declaration

All Forms to be completed and submitted to the Directors Office with the following:

- Letter of Intent
- Appropriate Application Form (PA Standard Teaching / Coaching / Non-Instructional / Adult Ed)
- Current Resume
- Transcripts / Praxis Scores (if applicable)
- Three Letters of Reference
- Copy of Valid PA Teaching Certificate (if applicable)